

STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION

**OFFICE OF ACCOUNTS AND CONTROL**

<b>SECTION</b>	<b>POLICY/PROCEDURE NUMBER</b>	
	A-46	
<b>SUBSECTION</b>	<b>EFFECTIVE DATE</b>	<b>/ PAGE NUMBER</b>
	July 1, 1994	/ 1
<b>POLICY/PROCEDURE</b>	<b>AMENDMENT</b>	<b>/REVISION</b>
<u>IN-STATE TRAVEL</u>		<u>/December 28, 06</u>

**PERSONALLY-OWNED VEHICLES**

The employee may be allowed reimbursement for the use of his/her automobile for official state business at the current mileage rate or when it is economical and/or advantageous to the state. (See Appendix for current mileage rate.)

State personnel who are authorized to use their private automobiles on official state business are to be compensated for actual miles authorized and traveled.

Such authorization will be in accordance with the following conditions:

1. Any request for payment for such travel will be authorized by the appropriate supervisor and/or official of the employee's department or agency.
2. The department or agency will maintain a ***daily record of such authorized travel.***
3. The daily record or log of such travel will be available at all times for the purpose of audit or examination.
4. The private automobile used for such travel will be made available for odometer check whenever such a check is deemed advisable.
5. The employee and the appropriate official authorizing such travel will equally be responsible for the validity of any request for compensation for miles actually traveled on state business.
6. The employee must also provide make, model, and year of car on the voucher for reimbursement. (Departments or agencies may require further information.)

Voucher for reimbursement on a mileage basis should show the odometer readings at the beginning and the ending of each trip as a basis for computing miles traveled. All travel must be by commonly traveled routes unless satisfactory official necessity is established for the use of other routes.

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No transportation costs will be allowed between any employee's place of residence and his office. However, in connection with field trips--when the distance between the employee's residence and his destination is shorter than the distance between his office and the destination, such travel is reimbursable. In that instance the travel voucher should contain the following special certification:

*" I hereby certify that the above mileage is correct and was incurred for official state business; that the travel from my residence was shorter than the travel between my official station and the destination."* \_\_\_\_\_

*Signature of Traveler*

The employee is required to enter his actual odometer readings on the travel voucher whether traveling from his residence or from his office to and from the field trip destination.

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**OTHER EXPENSES:**

1. Conference registration fees are allowable when paid to attend conferences related to official state business. The traveler should attach the conference attendance certificate or receipt to the In-State Automobile Travel Reimbursement and Accounting Report when seeking reimbursement. If prepayment of conference fee is required, the fee should be paid via a RIFANS Standard Invoice form. The support documentation should be put in an envelope marked, "In-state Conference Registration" and forwarded to the Office of Accounts and Control. The attendance certificate or receipt should be returned to the Office of Accounts and Control for attachment to the RIFANS Standard Invoice form if no travel expense Report (A-14x) will be submitted for reimbursement of other travel expenses associated with the conference. If a travel expense Report (A-14x) will be submitted for other expenses, attach the conference attendance certificate receipt to the travel Report (A-14x). In either circumstance, enter the number of the paid RIFANS Standard Invoice form in the upper right corner of the conference attendance certificate or receipt.
2. No meals or lodging will be allowed in connection with travel within the state, except when circumstances make this expense necessary. A complete written explanation of the circumstances that caused meals or lodging to be necessary must accompany the travel expense Report (A-14x).  
Meals provided at conferences within the state are allowed if the cost of the meal is part of the conference registration fee.
3. Employees can obtain reimbursement for parking while on official state business in the following circumstances:
  - (a) Off-street parking in public or private parking lots. The traveler should obtain a validated receipt to support a claim for reimbursement
  - (b) On-street or off-street parking in metered parking spaces.

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If the total reimbursement amount for parking on any one travel expense voucher equals or exceeds \$5.00, a validated receipt(s) should be attached to support a claim for reimbursement.

The daily amount of parking expenses should be listed under "Other" on the A-14X form. An asterisk (\*) should precede each daily amount. The total should be listed as "\* Parking: \$ X.XX" in the lower left corner of the A-14X Form. This expense should be charged to budget object class #343, except on an A-14X form.

4. The state will reimburse for tolls paid to travel on roads and bridges. If the total reimbursement amount for tolls on any one travel expense voucher equals or exceeds \$5.00, a validated receipt(s) should be attached to support a claim for reimbursement. Each daily amount should be listed under "Other" on the A-14X form. Each daily amount should be preceded by two asterisks (\*\*). The total amount of tolls for the period should be listed as "\*\*\* Tolls: \$ X.XX" in the lower left corner of the A-14X form. This expense should be charged to budget object class #343, except on an A-14X form.

The request for payment of in-state travel expenses is submitted on an In-State Automobile Travel Reimbursement and Accounting Report (Form A-14X) and should include the following items:

1. Employee's social security number.
2. Employee's name.
3. Employee's position title.
4. Purpose(s) of travel.
5. Date of preparation of Travel Expense Voucher.

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6. Account number(s) to which the expenses are to be charged.
7. Period of time covered by in-state travel.
8. Make, model, year and registration number of the automobile(s) used during the period for official state business.
9. For each day of authorized travel, enter the beginning and ending odometer reading of each trip on the reverse side of the form.
10. Enter any associated tolls on the reverse side of the form.
11. The traveler and an authorized agent's signature on the In-State Automobile Travel Reimbursement and Accounting Report Expense (A-14X) to be submitted for reimbursement.

Volunteers who are requested to use their private automobiles on official state business are compensated at the current mileage rate for actual miles authorized and traveled. Volunteers are subject to the same authorization and record keeping requirements as employees for the reimbursement for the use of personally-owned automobiles. (See Appendix for current mileage rate)

The RIFANS Standard Invoice form is to be used to reimburse volunteers, accompanied by a copy of the In-State Automobile Travel Reimbursement and Accounting Report Expense (A-14X) to account for vehicle odometer readings.

The In-State Automobile Travel Reimbursement and Accounting Report Expense (A-14X) should be completed, signed and submitted by each volunteer seeking reimbursement. An Authorized Agent should review and sign each Report submitted.

***The state will not pay or reimburse any costs, fines, penalties, or assessments incurred by a traveler that resulted from violation of any***

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***federal or state law or local ordinances while operating a vehicle on official state business.***

Form A14X In-State Automobile Travel Reimbursement and Accounting Report is available from the Office of Accounts and Control web site (<http://controller.doa.state.ri.us>)

APPENDIX

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State of Rhode Island

MILEAGE REIMBURSEMENT RATES

January 1, 2005	\$0.405
July 1, 2005	\$0.405
September 19, 2005	\$0.480
January 1, 2006	\$0.445
July 1, 2006	\$0.445
January 1, 2007	\$0.485